

Chief, Services Branch

18 February 1948

Chief, Fiscal Division

1080 Billings from PBA

1. The General Accounting Office has suggested that a more adequate control be maintained in connection with the audit and certification of reimbursement vouchers (Standard Forms 1080) received from the Public Buildings Administration. In view of this recommendation, a meeting was held between representatives of the Fiscal Processing and Claims Sections, Fiscal Division, and the Real Estate & Utilities Office, Services Branch. At this meeting it was generally agreed that a change in procedure was advisable and the inauguration of the following precautionary measures was suggested, effective upon your concurrence with this memorandum:

- (a) The Real Estate & Utilities Office shall prepare an additional copy of each memorandum request, applicable to a job order (Form 10-292), and retain same until billing is received. After a review of the account has been made, a signed copy of the memorandum request applicable to the job order on which the billing is based shall be attached to the voucher.
- (b) Upon concluding that services normally performed free of charge are not included in the billing, a responsible official in the Real Estate & Utilities Office shall sign the certificate stamped on the Standard Form 1080 as follows:

" I CERTIFY THAT THE MATERIALS AND/OR SERVICES ITEMIZED ABOVE HAVE BEEN RECEIVED IN THE QUANTITY AND QUALITY SPECIFIED EXCEPT AS OTHERWISE NOTED. I FURTHER CERTIFY THAT THE SERVICES FURNISHED HEREIN ARE OVER AND ABOVE THOSE NORMALLY FURNISHED BY PBA ON A NONREIMBURSABLE BASIS.

Chief, Real Estate & Utilities Office

2. It is believed that compliance with the above will greatly facilitate the audit and certification of the subject billings and afford information necessary to answer questions raised by the General Accounting Office in its post audit.

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3. Your concurrence with the procedure outlined in the foregoing paragraphs will be appreciated. Please indicate your approval on the attached copy of this memorandum and return it to the undersigned.

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Chief, Fiscal Division

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*Concurred in*

  
*Chy. Leroy B. Jarch*

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